



Farm Road Pre-School Inc.
47 Farm Road, Cheltenham VIC 3192

Phone: (03) 9584 2328
Email: farm.rd.kin@kindergarten.vic.gov.au
www.farmroadpreschool.com.au
ABN. 11 483 474 386 A0000895J

COMMITTEE OF MANAGEMENT (COM) – INFORMATION SHEET

What is the Committee of Management (CoM)?

Farm Road Pre-school is a not for profit organisation. The building is owned by City of Kingston but the Pre-school is run by a volunteer group of parents nominated as the Committee of Management (CoM).

What does the Committee do?

The CoM are the decision-making body for the organisation. They employ the staff, manage the budget and make decisions about things like Pre-school timetable and fundraising. The CoM meets once a month for about 2 hours to make the decisions needed. Support roles do not need to attend committee meetings. The CoM and support roles can have access to the computer in the Pre-School Office as required and all printing or supplies required for the role are supplied.

Who can join the Committee?

Any parent or legal guardian of a child attending the Pre-school or on the waiting list. They are elected for a one-year term, (commencing in December) at the Annual General Meeting (AGM). All committee members need to have a working with children check and sign a confidentiality agreement. The Executive Committee need to have passed a police record check. You don't need to have any skills or knowledge about early childhood prior to joining, just we willing to help out and learn.

Why should I join the Committee?

- Be involved in decision making about the Pre-school operations
- Get an understanding of how the Pre-school works
- Build great relationships with teachers and other committee members
- Give back to your community
- Develop new skills or further your career
- Your contribution is highly valued by staff and other parents

How can I get more information about the Committee or positions?

Review list of roles and responsibilities and nomination forms. Or you can contact any of the current Committee members to ask them a bit more about the roles, what it's like to be on the committee etc. Details of the current committee are attached.

How do I join?

Complete the nomination form in Jotform by 29 October, 2021. The new Committee will be elected at the AGM.

The Pre-school relies on the involvement of all families in order to operate. If you can't join the committee there are plenty of other ways you can help out such as being a parent helper during the session, helping at working bees, helping with excursions, helping with fundraising. Please talk to the teachers and let us know what you can do for the Pre-school. Thank you for taking the time to consider these roles. We look forward to your participation in Farm Road Pre-School.



CoM - EXECUTIVE COMMITTEE

Role	Role Description
President	<ul style="list-style-type: none"> • Oversee duties of all staff and CoM members and support roles • Address complaints/concerns of parents and staff • Ensure CoM, staff and families respect the Pre-School's Constitution and Philosophy and are relevant to the Pre-School at all times • Chair monthly CoM meetings • Liaise with external organisations and contractors including Department of Education and Training, (DET), Early Learning Association Australia (ELAA), and the City of Kingston Council • Liaise and support Business Manager including reviewing monthly and annual financial reports and be a signatory on business payments • Help draft the annual budget • Present the annual report at the Annual General Meeting
Vice President	<ul style="list-style-type: none"> • Assist the President and the Secretary in their duties • Sit on Policies Sub-Committee • Research, prepare and submit grant applications for funding to support the operation of the Pre-school • Be an Editor of Facebook page
Secretary	<ul style="list-style-type: none"> • Be the Public Officer for the organisation • Prepare the CoM monthly meeting agenda, record and distribute minutes • Support staff and CoM with preparation of notices to parents • Arrange annual electronic questionnaires to parents, including Annual Families Survey • Ensuring National Regulation items for display in foyer is met
Treasurer	<ul style="list-style-type: none"> • Liaise and support Business Manager including reviewing monthly and annual financial reports and be a signatory on business payments. • Help draft the annual budget



CoM - GENERAL COMMITTEE

Role	Role Description
Staff Liaison Officer	<ul style="list-style-type: none"> • Support review of staff professional qualifications to ensure currency and regulatory compliance, development needs, training requirements and staff records (e.g. first aid, anaphylaxis, asthma) • Manage the recruitment and induction process for new staff and emergency teaching staff (as needed) • Manage annual staff review procedures (probation review for new staff) • Be familiar with staff awards • Be initial point of contact for staff issues and grievances • Liaise between staff and management when necessary
Occupational Health & Safety (OHS) Officer	<ul style="list-style-type: none"> • Liaise between staff (especially OHS Rep) and CoM • Develop measures to ensure health & safety of children, staff, families and visitors • Complete the annual DET “Risk Attestation” online • Organise safety audits and risk management assessments • Review incident book and identify potential safety issues that require committee attention • Ensure emergency management plan is up to date • Act as Pre-School’s representative for Workers Compensation
Enrolment Officer	<ul style="list-style-type: none"> • Oversee the enrolment process administered by City of Kingston and Farm Road Preschool’s business manager • Attend the Enrolment Officers information session at City of Kingston
Fundraising Officer	<ul style="list-style-type: none"> • Oversee the Fundraising Sub-Committee (minimum of 3 additional people) • Develop and present fundraising/social ideas to the CoM and co-ordinate agreed events during the year (one large and one small event recommended per term)
General Committee support and Quality Improvement Plan Coordinator	<ul style="list-style-type: none"> • Ensure the Pre-School’s Quality Improvement Plan (QIP) is implemented, reviewed and constantly updated in conjunction with the director, teachers and educators • Provide flexible assistance to other CoM members when necessary and undertake organisational projects such as the annual Open Day and Family Fun Day during Children’s Week
General Committee Support and Projects Officer	<ul style="list-style-type: none"> • Provide flexible assistance to other CoM members when necessary and undertake organisational projects such as the annual Open Day and Family Fun Day during Children’s Week • Be a member of the Grievance Sub-Committee if required

The above executive and committee positions attend a 2 hour meeting once a month plus the requirements of their position which is generally about 4-8 hours per month. Many of the committee members work full time and each position is flexible and members help each other out if needed. If you would like to find out more about any of the roles or the time commitment please feel free to contact the current committee members.



SUPPORTING ROLES

These positions are **not** required to attend the monthly CoM meetings but should work with the Director, staff or CoM members as required.

Role	Role Description
Policy Co-ordinator	<ul style="list-style-type: none"> • Lead the Policy review process; chairing meeting of sub-committee and managing amendments to policy documents in conjunction with the director
Information Technology and Communications Support Officer	<ul style="list-style-type: none"> • Oversee the Pre-School's information technology and communications policies, assets, software, internet service provision and the content and hosting of the Pre-School website, Facebook page, G Drive and Jotform • Monitor systems, provide basic training when required, backup data etc • Be an Administrator of Facebook page
Maintenance Officer	<ul style="list-style-type: none"> • Arrange and advertise working bees / gardening sessions held during the year • Work with the Director/OH&S Officer to identify maintenance work required • Order materials or garden supplies where required • Record working bee attendance for Business Manager to refund maintenance levies
Newsletter Editor	<ul style="list-style-type: none"> • Liaise with staff, CoM members and parents to collect articles of interest for the kinder newsletter, Kinder Kapers, once per term • Compile information and work with President and Director to finalise content
Parent Representative: (1 parent per group)	<ul style="list-style-type: none"> • Support the kindergarten teachers to have the "stay and play" roster filled • Organise a social function once per term for parents to meet each other and socialise. This may be with or without children and could include holiday play dates at a park, or a parent dinner • Be a communication point between parents and teachers, help reminding parents about events etc. • Support and promote fundraising events.
Fundraising Sub Committee 3 People needed	<ul style="list-style-type: none"> • Work with the fundraising officer to organise a range of fundraising events for the kindergarten (approx. 1-2 events per term).